

---

## **MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**

### **DEPARTMENT: ELECTIONS**

<b>ITEM</b>	<b>RECORD TITLE AND DESCRIPTION</b>	<b>RETENTION TIME</b>	<b>COMMENTS</b>
1.	ABSENTEE BALLOT LOGS	4 years see MCA 13-13-233	
2.	ABSENTEE BALLOT ENVELOPES a. Returned/Verification (signed envelopes) b. Secrecy	a. & b. 6 months	
3.	ADDRESS CONFIRMATION CARDS- Notification cards sent to voters that failed to vote in a General election.	Permanent- Microfilm if possible	
4.	AFFIDAVITS OF PUBLICATION (Notices of election) a. close of registration b. polling places c. notice of election d. notice-public test of election machine e. filing deadlines f. proof of publications	County and Local Government- 1 year  State and Federal- 2 years***	
5.	BALLOTS –COUNTY AND LOCAL GOVERNMENT- a. Voted and unvoted. Includes signed affirmation envelopes and undelivered or returned envelopes from mail ballot elections. b. Unused c. Unverified Provisional ballots d. Verified Provisional ballot secrecy envelopes and outer affirmation envelope.	a. 1 year if no recount is pending * see MCA 13-1-303  b. 6 months  c. and d. 1 year	
6.	BALLOTS –STATE AND FEDERAL a. Voted and un-voted. Includes signed affirmation envelopes and undelivered or returned envelopes from mail ballot elections. b. Unused c. Unverified Provisional ballots d. Verified Provisional ballot secrecy envelopes and outer affirmation envelope.	a. 2 years* if no recount is pending (federal law) see Federal Law*** b. 6 months c. and d. 2 years	
7.	CANDIDATE FILING SHEETS OR PETITIONS	Terms of office	
8.	CANDIDATES- REGISTER OF	4 years	
9.	CANVASS BOOKS/RESULTS	County and Local Government- 1 year  State and Federal- 2	

---

## **MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**

### **DEPARTMENT: ELECTIONS**

<b>ITEM</b>	<b>RECORD TITLE AND DESCRIPTION</b>	<b>RETENTION TIME</b>	<b>COMMENTS</b>
		years***	
10.	MAIL BALLOT ELECTIONS	County and Local Government-1 year if no recount /court action is pending	
	a. Secrecy envelopes		
	b. Returned/Verification (signed envelope)		
	c. Undeliverable envelopes		
	d. Ballots		
	e. daily tally of mail ballots received	State- 2 years unless court action or recount is pending.	
	f. record of questioned ballots		
	g. transport box seal register		
	h. written plan-duplicate-original at Secretary of State office		
	i. Replacement ballot register		
	j. record of ballot voted in person		
	k. place of deposit signature log		
	l. replacement ballot request		
11.	OFFICIAL RETURNS OF ELECTION	Permanent	
12.	PETITIONS- LOCAL	8 years	Originals
13.	PETITIONS- STATEWIDE	a. 3 months after election** see MCA 13-27-305	Copies
	a. non-Presidential		
	b. Presidential	b. 2 years***	
14.	POLL AND TALLY BOOKS	4 years	
15.	PRECINCT MAPS	Permanent	
16.	PRECINCT REGISTERS	4 years	Historic value
17.	REGISTRATION CARDS	Permanent- Original and latest change of address or cancellation	Microfilm if possible
18.	RESOLUTIONS CALLING FOR ELECTION	Original- Permanent	
	a. special district	Duplicate copies- 1 year	
	b. school		
	c. county		

\* In addition to retaining the ballots, you will need to keep any electronic device or related software necessary to read the ballots. For example, if you use a ballot that does not have the names of the candidates printed directly on the ballot, but use an

---

## **MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**

### **DEPARTMENT: ELECTIONS**

<b>ITEM</b>	<b>RECORD TITLE AND DESCRIPTION</b>	<b>RETENTION TIME</b>	<b>COMMENTS</b>
	electronic counting board to do the canvass, you need to save the counting board. You will need to retain anything necessary to run a recount.		

\*\* Unless a court action is pending on the sufficiency of the petition.

\*\*\*FEC Regulations require everything pertaining to Federal elections must be retained for 2 years

REVISED Rev 1.1 11-2003

ITEM 5 Added:

c. Unverified Provisional ballots	Retention time	c. and d. 1 year
d. Verified Provisional ballot secrecy envelopes and outer affirmation envelope		

ITEM 6 Added:

c. Unverified Provisional ballots	Retention time	c. and d. 2 years
d. Verified Provisional ballot secrecy envelopes and outer affirmation envelope		